

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, JANUARY 14, 2003**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, January 14, 2003, commencing at 7:00 a.m.

A. ROLL CALL

Present: Council Members – Beckman, Hansen, Howard, Land, and Mayor Hitchcock

Absent: Council Members – None

Also Present: City Manager Flynn, City Attorney Hays, and City Clerk Blackston

SPECIAL CITY COUNCIL MEETING

At 7:05 a.m., Mayor Hitchcock adjourned the Shirtsleeve Session to a Special Closed Session Council meeting (NOTE: refer to the Special meeting minutes of January 14, 2003). The Shirtsleeve Session reconvened at 8:07 a.m.

B. CITY COUNCIL CALENDAR UPDATE

City Clerk Blackston reviewed the weekly calendar (filed).

C. TOPIC(S)

C-1 "Discussion regarding Lodi Municipal Code Sections 2.04.010 Regular Meetings – Day and Time and 2.04.020 Informal Informational Meetings"

City Clerk Blackston reported that in 1984 the regular City Council meeting start time was changed from 8:00 p.m. to 7:30 p.m. and in 1993 the time changed from 7:30 p.m. to 7:00 p.m. An ordinance authorizing weekly Tuesday 7:00 a.m. Informal Informational meetings was adopted on November 19, 1975; however, in reviewing past minutes references to informational meetings appeared as far back as 1955. The earliest reference that could be found for the name that is now associated with informational meetings was during the meeting of January 3, 1973, in which the minutes read, "Mayor Ehrhardt announced that the next morning's "Shirtsleeve Session" of the City Council would be held at 7:30 a.m."

Ms. Blackston reviewed the results of a 14 city survey as follows:

- Ten conduct meetings twice a month.
- Two have meetings three times a month.
- Two have meetings every week.
- Eight of the cities begin their regular meetings at 7:00 p.m., two begin at 5:30 p.m., two begin at 6:30 p.m., and two begin at 7:30 p.m.
- Eleven cities hold their closed session meetings prior to their regular meetings and three hold them following the meeting.
- Five cities do not have informational meetings, four conduct them on an as-needed basis, three schedule them quarterly, one conducts them one time per month, and one has an informational meeting on an annual basis.

Ms. Blackston explained that minute style was included in the survey, due to the significant difference in the amount of time required to prepare them. Action minutes have a standard format and contain only the action taken by the Council with no summary of the discussion. The average amount of time to prepare comprehensive minutes for a four-hour meeting is 16 hours. Preparation of action minutes for the same four-hour meeting would be approximately two and a half hours. For example purposes, Ms. Blackston distributed a copy of the City of Modesto's action minutes (filed). She

reported that eight of the survey cities prepare action minutes and six prepare summary minutes.

Ms. Blackston distributed a table listing biweekly and weekly Council packet schedules (filed). She noted that if weekly regular meetings were to take place, it would require her staff to produce agendas and Council packets on a continuous basis, with production of the upcoming Council packet and follow up from the previous meeting occurring simultaneously. With the aid of an overhead, Ms. Blackston displayed a list of topics for consideration related to this matter (filed).

Mayor Hitchcock asked Ms. Blackston what she thought of the difference between action and summary minutes as far as usefulness and questioned whether summary minutes were worth the time.

Ms. Blackston reported that department heads had voiced their appreciation of the history that the comprehensive summary minutes provide. She noted that they are also useful to the public when they are researching past meetings.

In reply to Mayor Hitchcock, Ms. Blackston stated that she would not have adequate staffing if Council were to have weekly regular meetings, in addition to weekly Shirtsleeve Sessions, and did not change to action minutes. She believed that current staffing levels would be adequate if weekly regular meetings were to take place and Shirtsleeve Sessions were eliminated.

Council Member Hansen expressed concern regarding having weekly meetings and the likelihood that the four agenda packets would soon become as full as the biweekly packets currently are.

Council Member Land stated that he was not an advocate for weekly or additional meetings. He pointed out that because budget discussions are no longer taking place at Shirtsleeve Sessions, it will extend the regular meetings an additional one and a half hours. For meeting efficiency, he recommended that Council allow staff the opportunity to give its full presentation before asking questions or making comments. In addition, he recalled that the Housing Authority at one time had long meetings and found that by placing a timeframe on each agenda item it helped to expedite the meeting. He also suggested that items that are expected to have the most public comments be moved to the beginning of the regular calendar.

City Attorney Hays pointed out if weekly Council meetings were to occur, it might inhibit Council Members from serving on various agency boards and commissions. In reference to how meetings are being handled he advised Council that during the public comment period on non-agenda items, Council should merely listen and if at the conclusion it is felt that further discussion or action is needed, the matter should be scheduled for a future agenda. As an example he stated that the City Council is similar to a board of directors of a corporation. As such, the audience that staff prepares reports for is the "board," not the general public. If Council Members have questions that are not addressed in the staff report, they should advise staff in advance of the meeting so that they can research the matter and prepare a response.

City Manager Flynn concurred with Mr. Hays' statements and believed that weekly Council meetings would result in absences due to conflicting schedules. He remarked that the current meeting schedule has been successful for thirty years and could see no justification for changing it. He noted, however, that according to the survey Lodi conducts more informational meetings than other cities and perhaps did not need to hold them as frequently. He commented that the length of the meetings could be attributed to how they were being managed.

Mayor Hitchcock suggested having Shirtsleeve Sessions from 5:30 to 6:30 p.m. prior to regular meetings.

Mr. Flynn cautioned that any change to the meeting schedule would likely be something that Council and staff would have to live with for many years. He reiterated that the current schedule has worked well and questioned what is driving the need to make a change now.

Mayor Hitchcock did not believe that 7:00 a.m. meetings were conducive to public input. She suggested that Council could try a different meeting schedule and if it did not work, they could try something different. She did not think it was necessary to adopt an ordinance initially, while Council was merely experimenting with different schedules.

Mr. Hays read Lodi Municipal Code Sections 2.04.010 and 2.04.020. He pointed out that the concept behind informal informational meetings was not to solicit public comment, but to allow an opportunity for staff to present an item in detail to the Council.

PUBLIC COMMENTS:

- Myrna Wetzel acknowledged that she formerly worked part time for the City Clerk's Office. She believed that Council was not fully aware of how hard the staff works and the difficulty of producing agenda packets. She was opposed to weekly Council meetings, due to the additional burden it would create for staff. She pointed out that the reason most cities hold their meetings on Tuesdays is because national holidays are typically on Mondays. She suggested that the media do more to inform the public about Council meetings. In conclusion, she hoped that Council would not change its meeting schedule because it has worked well for a long period of time. She stated that if the public is interested in a topic Council is considering, they will be present at the meeting and absent if they are not.

Public Works Director Prima commented that benefits of Shirtsleeve Sessions include the opportunity for getting an article in the newspaper prior to Council's action on the matter and staff's understanding of Council's concerns so that they are better prepared when the item is scheduled for a regular meeting.

Mayor Pro Tempore Howard pointed out that the majority of questions at the Council meetings are coming from one individual, not the Council as a whole. Addressing Mayor Hitchcock, she suggested that specific questions and concerns be discussed with staff in advance, so that regular meeting business can be handled more efficiently.

Tony Goehring, Economic Development Coordinator, did not believe that the time of the Shirtsleeve Sessions had any relation to the public's attendance. Meetings that have topics of interest to the public will be well attended irregardless of the time. In reference to Mayor Hitchcock's suggestion to hold Shirtsleeve Sessions prior to regular meetings, he advised that it would be beneficial to start them at a time before people had an opportunity to go home following work, e.g. at 5:30 p.m.

D. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

E. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at 8:55 a.m.

ATTEST:

Susan J. Blackston
City Clerk

Mayor's & Council Member's Weekly Calendar

WEEK OF JANUARY 14, 2003

Tuesday, January 14, 2003

- 7:00 a.m. Shirtsleeve Session.
1. Discussion regarding Lodi Municipal Code Sections 2.04.010 Regular Meetings – Day And Time And 2.04.020 Informal Informational Meetings (CLK)
- Special Closed Session Meeting
1. Conference with Labor Negotiator, Human Resources Director Joanne Narloch, regarding International Brotherhood of Electrical Workers (IBEW) and Mid-Management Employees.
- 9:00 a.m. **Hitchcock and Howard.** Lodi Unified School District Groundbreaking Ceremony of New Middle School, 233 North Mills Avenue, Lodi.

Wednesday, January 15, 2003

- 11:00 – 1:00 p.m. El Concilio Council for the Spanish Speaking Coalition Meeting, Salem Methodist Church, 345 East Elm Street, Lodi.
- 7:00 p.m. City Council Meeting
(Note: Closed Session 6:00 p.m.)

Thursday, January 16, 2003

- 4:00 p.m. **Hitchcock and Howard.** Annual meeting with Richard Pombo's Office, 2495 West March Lane, Suite 104, Stockton.
- 5:30 – 7:00 p.m. First Impression in Style, Custom Area Rugs and Runners, Ribbon Cutting, 302 South Orange Street, Lodi.

Friday, January 17, 2003

Saturday, January 18, 2003

- 6:00 p.m. Lodi Boys and Girls Club Annual Crab Feed.

Sunday, January 19, 2003

Monday, January 20, 2003

- noon – 1:00 p.m. **Hitchcock.** Martin Luther King Celebration, Hutchins Street Square, Kirst Hall.



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Discussion regarding Lodi Municipal Code Sections 2.04.010 Regular Meetings – Day And Time And 2.04.020 Informal Informational Meetings

MEETING DATE: January 14, 2003

PREPARED BY: City Clerk

RECOMMENDED ACTION: None.

BACKGROUND INFORMATION: This item appears at the request of the Mayor and is intended for Council discussion on the feasibility of amending the Lodi Municipal Code as it relates to the dates and times of the Regular City Council meetings and informal "Shirtsleeve Sessions." Attached as Exhibit A are Lodi Municipal Code Sections 2.04.010 Regular Meetings – Day and Time and 2.04.020 Informal Informational Meetings.

Should Council wish to discuss the implications of changing to a weekly meeting, areas of consideration include increased workload on staff, particularly for the City Clerk's, City Manager's and City Attorney's offices; AT&T Broadband broadcasting concerns; and the overall pace of producing staff reports and Council packets.

Also attached for comparison purposes are the results of an informal survey of other cities, which includes date, time, and average length of regular meetings, whether informational meetings are held, and other pertinent information related to production of Council agendas and minutes.

FUNDING: None required.

A handwritten signature in black ink, appearing to read "Susan J. Blackston".

Susan J. Blackston
City Clerk

Attachment

cc: City Manager
City Attorney

APPROVED: _____
H. Dixon Flynn -- City Manager

EXHIBIT A

Lodi Municipal Code Chapter 2.04

City Council Meetings

2.04.010 Regular meetings--Day and time.

Regular meetings of the council shall be held on the first and third Wednesday of each month at seven p.m.; provided, however, that any such regular meeting at which a closed session is to be held may be commenced, for the holding of such closed session, at such earlier time on the meeting day as may be noticed on the council's agenda and posted at least seventy-two hours in advance of such earlier commencement time. In the event of any such earlier commencement of a regular meeting for the purpose of holding a closed session, no other items of business on the council's meeting agenda shall be addressed before seven p.m. In case the regular meeting falls upon a legal holiday, then the regular meeting which otherwise would have occurred on that day shall be held on the first business day thereafter at the hour of seven p.m. (Ord. 1699 § 1, 2001)

2.04.020 Informal informational meetings.

Informal informational meetings of the city council shall be held on each Tuesday morning of each month at the hour of seven a.m. in the council chambers of the city or at such location and at such time as the council may deem appropriate, subject to notice requirements as provided by law. No formal action shall be taken by the city council at such meetings. The city manager, city attorney, department heads and members of the public, as the council may request, shall be present and present such information as may be deemed desirable. (Ord. 1594 § 1 (part), 1994)

SURVEY REGARDING COUNCIL MEETINGS						
City/Population	Regular Meetings & average length	When Closed Sessions Are Held	Informational Meetings	Minute Style	Agenda/Packet Prepared By	Clerk Staffing
Chico 66,000	1 st and 3 rd Tuesdays 7:30 p.m.; average 3.5 hrs.	Before regular meetings.	Full day quarterly work sessions; and one full day meeting in June to discuss the budget	Action minutes.	City Clerk's Office.	Four full-time positions.
Clovis 75,000	1 st , 2 nd , and 3 rd Mondays; 7:00 p.m.; average 3 hrs.	After regular meetings.	As-needed.	Summary minutes.	City Manager's Office.	Two part-time staff members.
Davis 67,000	Every Wednesday; 6:30 p.m.; average 5-6 hrs.	Before regular meetings.	None.	Action minutes.	City Clerk's Office.	Two full-time staff members.
Elk Grove 81,800	1 st and 3 rd Wednesdays 6:30 p.m.; average 5 hrs.	After regular meetings.	None.	Summary minutes.	City Clerk's Office.	Three full-time staff members and one part-time.
Galt 21,000	1 st and 3 rd Tuesdays 7:30 p.m.; average 3 hrs.	Before regular meetings.	As-needed.	Action minutes.	City Clerk's Office.	Three full-time staff members.
Manteca 53,000	1 st and 3 rd Mondays 7:00 p.m.; average 4 hrs.	Before regular meetings.	As-needed.	Action minutes.	City Clerk's Office.	Three full-time staff members.
Merced 65,363	1 st and 3 rd Mondays 7:00 p.m.; average 2.5 hrs.	Before regular meetings.	None.	Action minutes.	City Clerk's Office.	Two full-time staff members.

Modesto 200,000	1 st , 2 nd , and 3 rd Tuesdays 5:30 p.m.; average 4 hrs.	Before regular meetings.	None.	Action minutes.	City Clerk's Office.	Seven full-time staff members.
Redding 80,000	1 st and 3 rd Tuesdays 7:00 p.m.; average 2 hrs.	Before regular meetings.	Quarterly.	Summary minutes.	City Clerk's Office.	Nine full-time staff members and one part- time.
Roseville 90,000	1 st and 3 rd Wednesdays 7:00 p.m.; average 3 hrs.	Before regular meetings.	Quarterly.	Action minutes.	City Clerk's Office.	Eight full-time staff members.
Stockton 250,000	Every Tuesday 5:30 p.m.; average 4 hrs.	Before regular meetings.	As-needed.	Comprehensive summary minutes.	City Manager's Office.	Nine full-time staff members and two part- time.
Tracy 65,643	1 st and 3 rd Tuesdays 7:00 p.m.; average 3 hrs.	Before regular meetings.	None.	Summary minutes.	City Clerk's Office.	Two full-time staff members and one part- time.
Turlock 59,367	2 nd and 4 th Tuesdays 7:00 p.m.; average 1.5 to 2 hrs.	After regular meetings.	Council conducts a once-a-year forum with its boards & commissions, and regularly scheduled budget workshops.	Action minutes.	City Clerk's Office.	Three full-time staff members and one part- time.
Woodland 50,314	1 st and 3 rd Tuesdays 7:00 p.m.; average 4 hrs.	Before regular meetings.	Study sessions are held monthly on the 4 th Tuesday at 7:00 p.m.	Comprehensive summary minutes.	Prepared jointly City Manager's and City Clerk's Offices.	One full-time staff member.

filed 1-14-03

LODI CITY COUNCIL – MEETING SCHEDULE TOPICS FOR DISCUSSION

Regular Meetings

- ➔ Start time change?
- ➔ If earlier, should Closed Sessions be held prior to or after the regular meeting?

Example: If regular meetings begin at 5:30 p.m., the closed session held prior to the meeting would begin at 4:00 or 4:30 p.m.

- ➔ Weekly meetings?

If so, there are four months out of the year with five Wednesdays – should weekly meetings be limited to 4 times a month?

Shirtsleeve Sessions

- ➔ If regular meetings are held each week, should Shirtsleeve Sessions be eliminated?
- ➔ Should Shirtsleeve Sessions be held each week OR scheduled on an “as needed” basis?
- ➔ Start time change?
- ➔ Does “Shirtsleeve” adequately describe informational meetings?

Suggestion: “Study Session”

Minutes

- ➔ If meeting frequency increases – in an effort to conserve staff time, should the minute preparation style be changed to action minutes?

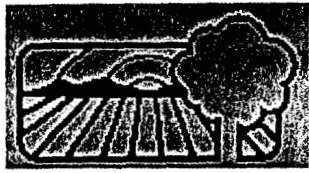
filed 1-14-03

CURRENT COUNCIL PACKET SCHEDULE - BIWEEKLY MEETINGS:

Monday	Tuesday	Wednesday	Thursday	Friday
	(Shirtsleeve Session)	(Council Meeting #1)	Follow up from yesterday's Council meeting done by Clerk's Office	Agenda Titles due for Council Meeting #2. Prepare draft agenda for Council meeting #2.
Department Heads & Mayor review draft agenda for Council meeting #2. Minute Preparation.	Staff Reports Due for Council meeting #2 Minute Preparation	City Clerk and City Manager's Office reviews Council packet. Minute Preparation	Final changes made & #2 agenda packet "signed off" by Finance Director, City Manager & City Clerk. Minutes completed.	Council packet duplicated and distributed for Council meeting #2.
		(Council Meeting #2)		

COUNCIL PACKET SCHEDULE - WEEKLY MEETINGS:

Monday	Tuesday	Wednesday	Thursday	Friday
Staff Reports due for meeting #2. Minute Preparation	(Shirtsleeve Session) Department Heads & Mayor review draft agenda for meeting #2. Minute Preparation	City Clerk and City Manager's Office reviews Council packet for meeting #2 (Council Meeting #1) Minute Preparation	Final changes made & meeting #2 agenda packet "signed off" by Finance Director, City Manager & City Clerk. Follow up from yesterday's Council meeting done by Clerk's Office. Minute Preparation	Council packet duplicated and distributed for Council meeting #2. Agenda titles due for meeting #3. Prepare draft agenda for Council meeting #3. Minute Preparation
Staff Reports due for meeting #3. Minute Preparation	(Shirtsleeve Session) Department Heads & Mayor review draft agenda for meeting #3. Minute Preparation	City Clerk and City Manager's Office reviews Council packet for meeting #3 (Council Meeting #2) Minute Preparation	Final changes made & meeting #3 agenda packet "signed off" by Finance Director, City Manager & City Clerk. Follow up from yesterday's Council meeting done by Clerk's Office. Minute Preparation	Council packet duplicated and distributed for Council meeting #3. Agenda titles due for meeting #4. Prepare draft agenda for Council meeting #4. Minute Preparation
		(Council Meeting #3)		
		(Council Meeting #4)		



MODESTO CITY COUNCIL

www.modestogov.com

files 1-...

EXAMPLE OF ACTION MINUTES

MINUTES

City of Modesto
City Council Meeting
Chambers, Basement Level
Tenth Street Place, 1010 10th Street
Modesto, California

Tuesday, January 7, 2003, at 5:30 p.m.

Roll Call – Present: Councilmembers Conrad, Fisher, Frohman, Jackman, Keating, O'Bryant,
Mayor Sabatino

Absent: None

Pledge of Allegiance to the Flag

Invocation: Evangelist Linda Wade, Mighty Women of Modesto

City Clerk's Announcements: *Items 28 & 29 suggested to be taken prior to Council Comments
& Reports*

Declaration of Conflicts of Interest: *Fisher; Items 15, 19, & 28
Sabatino, Item 19*

ACKNOWLEDGEMENTS AND PRESENTATIONS

1. Introduction of promoted employee - Robert Howard, Deputy Director of Operations and Maintenance by Peter Cowles

ACTION: Peter Cowles, Director of Operations & Maintenance, introduced Robert Howard, Deputy Director of Operations & Maintenance.

2. Presentation regarding Modesto Wastewater Treatment Plant named Plant of the Year - Jana Coons

ACTION: Robert Howard presented the Plant of the Year award.

ORAL COMMUNICATIONS

- Joan Ruttschow thanked the Mayor for facilitating the meeting between the Board and the musicians of the Modesto Symphony.
- Mayor Sabatino thanked David Harvey for his comments however noted that the City Manager did not participate in the Symphony and Board negotiations.

COUNCIL COMMENTS & REPORTS

3. At the request of Councilmember O'Bryant, consider status report to the Council from the Ad Hoc Public Safety Committee.

ACTION: Report made by Councilmember O'Bryant.

4. At the request of Councilmember Fisher, consider rescinding Resolutions 2002-568, 2002-569 and 2002-570, and consider calling a special election to submit a Charter amendment to the voters for the purpose of changing the run-off election date from December to March. To implement this recommendation the following three resolutions must be adopted:

- Resolution calling for a special election to be held on April 8, 2003 (or such other date as determine by the Council) for the purpose of submitting to the voters an amendment to the Modesto City Charter changing the run off election date from December of odd-numbered years to March of even-numbered years recommended.
- Resolution directing the City Clerk to transmit a copy of the proposed Charter amendment to the City Attorney for the purpose of preparing an impartial analysis recommended.
- Resolution authorizing members of the City Council to file written arguments in favor of, or in opposition to, the proposed Charter amendment recommended.

ACTION: By Motion (Fisher/Frohman; unan.) directed City Clerk to solicit Request for Proposals for vendors to provide election services for the December 9, 2003 Run-Off Election and prepare for the failure of the Charter Amendment in November.

ACTION: By Motion (Fisher/Frohman; unan) also directed City Clerk to request the County Clerk to purge the Voter files.

5. At the request of Vice Mayor Conrad, consider establishing a procedure for disclosing minutes of City Council closed sessions.

ACTION: This item was referred to the Safety & Communities Committee.

- Mayor Sabatino commented on his letter to the Grand Jury regarding the restructuring of the City's purchasing policy.

CONSENT ITEMS – ROLL CALL VOTE REQUIRED:

ACTION CONSENT ITEMS 6- 8, 10- 14, 16-18, & 22- 24: Fisher/Jackman; unan.

ACTION ITEM 9: Conrad/Jackman; unan.

ACTION ITEM 15: Conrad/Frohman; unan.; Fisher, absent

ACTION ITEM 19: Frohman/Conrad; unan.; Sabatino & Fisher, absent

ACTION ITEM 20: Item continued to January 14, 2003

CONSENT ITEMS

An item may be removed from consent and discussed at the request of an audience member or Councilmember.

CONSENT

6. Approval of the minutes of the regular City Council meeting of December 10, 2002.
(Motion approving recommended.)
Clerk; Rebecca Bartholomew, 577-5397, rbartholomew@modestogov.com

ACTION: By Motion (Fisher/Jackman; unan.) approved the minute of December 10, 2002.

CONSENT

7. Consider excusing Councilmember Frohman's absence at the December 3, 2002 meeting due to representing at the National League of Cities Annual Conference in Salt Lake City.

ACTION: By Motion (Fisher/Jackman; unan.) excused Councilmember Frohman's absence.

CONSENT

8. Consider authorizing the award of presort mailing services to ABS Presort for an estimated annual cost of \$270,200 for a period of one year with four one-year extension options.

- Resolution authorizing the award of presort mailing services to ABS Presort for an estimated annual cost of \$270,200 for a period of one year with four one-year extension options recommended.

Finance; Ken Masasso, 577-5420, kmasasso@modestogov.com

ACTION: Res. No. 2003-1 (Fisher/Jackman; unan.) authorizing the award of presort mailing services to ABS Presort for an estimated annual cost of \$270,200 for a period of one year with four one-year extension options.

REMOVED FROM CONSENT

9. Consider approving an Online Privacy and Use Statement and authorizing its inclusion on the City of Modesto Internet Web site.

- Resolution approving an Online Privacy and Use Statement and authorizing its inclusion on the City of Modesto Internet Web site recommended.

Information Technology; Joyce Engberg, 577-5229, jengberg@modestogov.com

ACTION: Res. No. 2003-2 (Conrad/Jackman; unan.) approving an Online Privacy and Use Statement and authorizing its inclusion on the City of Modesto Internet Web site.

CONSENT

10. Consider extending pay and benefits for Reservists called into active military duty, for an additional year.

- Resolution approving extending pay and benefits for Reservists called into active military duty, for an additional year recommended.

Personnel; Janice Stewart, 577-5466, jstewart@modestogov.com

ACTION: Res. No. 2003-3 (Fisher/Jackman; unan.) approving extending pay and benefits for Reservists called into active military duty, for an additional year

CONSENT

11. Consider authorizing joint membership in the Equal Opportunity/Disability Commission and Human Relations Commission for five current Equal Opportunity/Disability Commissioners.

- Resolution appointing five of the current Equal Opportunity/Disability Commissioners as members to fill the five vacancies on the Human Relations Commission. These five commissioners would hold joint membership on both commissions.

Personnel; Jason Mauga, 577-5209, jmauga@modestogov.com

ACTION: Res. No. 2003-4 (Fisher/Jackman; unan.) appointing five of the current Equal Opportunity/Disability Commissioners as members to fill the five vacancies on the Human Relations Commission.

CONSENT

12. Consider accepting the work of Richard Heaps Electrical for the "Upgrade Traffic Signals - State Route 108" project as complete and authorizing the City Clerk to file a Notice of Completion. Project total - \$170,578.

- Resolution accepting the work for the "Upgrade Traffic Signals - State Route 108" project as complete and authorizing the City Clerk to file a Notice of Completion recommended.

Engineering & Transportation; Genichi Kanow, 577-5452, gkanow@modestogov.com

ACTION: Res. No. 2003-5 (Fisher/Jackman; unan.) accepting the work for the "Upgrade Traffic Signals - State Route 108" project as complete and authorizing the City Clerk to file a Notice of Completion.

CONSENT

13. Consider, as a result of a request by Councilmember Jackman to initiate a Project Study report (PSR) for future needs and improvements for the Briggsmore interchange, requesting StanCOG to add the Briggsmore Interchange upgrades project to the Federal Transportation Improvement Plan (FTIP) and begin the PSR process.

- Resolution requesting StanCOG to add the Briggsmore Interchange upgrades project to the Federal Transportation Improvement Plan (FTIP) and begin the PSR process recommended.

Engineering & Transportation; Firoz Vohra, 577-5429, fvohra@modestogov.com

ACTION: Res. No. 2003-6 (Fisher/Jackman; unan.) requesting StanCOG to add the Briggsmore Interchange upgrades project to the Federal Transportation Improvement Plan (FTIP) and begin the PSR process.

CONSENT

14. Consider solicitation of a request for proposals from sign manufacturers to design, manufacture and install an illuminated marquee sign at Modesto City-County Airport to honor Harry Sham for the aviation contribution to the community and to provide airport location identification information.

- Resolution approving Requests for Proposals from sign manufacturers to design, manufacture and install an illuminated marquee sign at Modesto City-County Airport recommended.

Engineering & Transportation; Howard Cook, 577-5318, hcook@modestogov.com

ACTION: Res. No. 2003-7 (Fisher/Jackman; unan.) approving Requests for Proposals from sign manufacturers to design, manufacture and install an illuminated marquee sign at Modesto City-County Airport.

Councilmember Fisher absent due to Conflict of Interest

15. Consider accepting the work for the "2002 HandicapRamp Construction" project as complete and authorizing the City Clerk to file a Notice of Completion. Total cost of project - \$201,789.

- Resolution accepting the work for the “2002 HandicapRamp Construction” project as complete and authorizing the City Clerk to file a Notice of Completion recommended.
Engineering & Transportation; Genichi Kanow, 577-5452, gkanow@modestogov.com

ACTION: Res. No. 2003-8 (Conrad/Frohman; unan.; Fisher, absent) accepting the work for the “2002 HandicapRamp Construction” project as complete and authorizing the City Clerk to file a Notice of Completion.

CONSENT

16. Consider awarding a \$272,677 contract to Remediation Constructors Inc. for the project titled “Hillside Drive Extension”. Funds are budgeted.
 - Resolution awarding a \$272,677 contract to Remediation Constructors Inc. for the project titled “Hillside Drive Extension” recommended.
Engineering & Transportation; Dean Phillips, 577-5260, dphillips@modestogov.com

ACTION: Res. No. 2003-9 (Fisher/Jackman; unan.) awarding a \$272,677 contract to Remediation Constructors Inc. for the project titled “Hillside Drive Extension”.

CONSENT

17. Consider rejecting all bids and the contract for Village One West Basin Road Improvements and rescinding Resolution 2002-560.
 - Resolution rejecting all bids and the contract for Village One West Basin Road Improvements and rescinding Resolution 2002-560 recommended.
Engineering & Transportation; Dean Phillips, 577-5260, dphillips@modestogov.com

ACTION: Res. No. 2003-10 (Fisher/Jackman; unan.) rejecting all bids and the contract for Village One West Basin Road Improvements and rescinding Resolution 2002-560.

CONSENT

18. Consider authorizing the City Manager to execute a professional services agreement with Associated Engineering Group Inc for \$66,775 to complete the design of the Village One Storm Drainage Improvements.
 - Resolution authorizing the City Manager to execute a professional services agreement with Associated Engineering Group Inc for \$66,775 to complete the design of the Village One Storm Drainage Improvements recommended.
Engineering & Transportation; Dean Phillips, 577-5260, dphillips@modestogov.com

ACTION: Res. No. 2003-11 (Fisher/Jackman; unan.) authorizing the City Manager to execute a professional services agreement with Associated Engineering Group Inc for \$66,775 to complete the design of the Village One Storm Drainage Improvements.

Councilmember Fisher & Mayor Sabatino absent due to Conflicts of Interest

19. Consider awarding a \$277,673 contract to BDS Construction Inc. for the project titled “2003 Handicap Ramp Construction”.

- Resolution awarding a \$277,673 contract to BDS Construction Inc. for the project titled "2003 Handicap Ramp Construction" recommended.

Engineering & Transportation; Dean Phillips, 577-5260, dphillips@modestogov.com

ACTION: Res. No. 2003-12 (Frohman/Conrad; unan.; Fisher & Sabatino, absent) awarding a \$277,673 contract to BDS Construction Inc. for the project titled "2003 Handicap Ramp Construction".

CONSENT

20. Consider awarding a \$262,258 contract to BDS Construction for the project titled "Bowen Avenue Roundabouts"; and Consider approving an appropriation transfer to fully fund the project budget.

- Resolution awarding a \$262,258 contract to BDS Construction for the project titled "Bowen Avenue Roundabouts" recommended.
- Resolution approving an appropriation transfer to fully fund the project budget recommended.

Engineering & Transportation; Dean Phillips, 577-5260, dphillips@modestogov.com

ACTION: This item was continued to January 14, 2003.

CONSENT

21. Consider accepting the work for "Village One West Basin Excavation" as complete and authorizing the District Engineer and the District Administrator to file a Notice of Completion.

- Resolution accepting the work for "Village One West Basin Excavation" as complete and authorizing the District Engineer and the District Administrator to file a Notice of Completion recommended.

City Manager; Tina Rocha, 577-5321, trocha@modestogov.com

ACTION: Res. No. 2003-13 (Fisher/Jackman; unan.) accepting the work for "Village One West Basin Excavation" as complete and authorizing the District Engineer and the District Administrator to file a Notice of Completion.

CONSENT

22. Consider accepting the Modesto Sister Cities International Annual Financial Report.

- Motion acknowledging receipt of report recommended.

Parks, Recreation & Neighborhoods; Debbie Conder, 577-5391, dconder@modestogov.com

ACTION: By Motion (Fisher/Jackman; unan.) acknowledging receipt of report.

CONSENT

23. Consider authorizing staff to enter into negotiations with the Del Rio Foundation to bring The First Tee program to Muni Course.

- Resolution authorizing staff to enter into negotiations with the Del Rio Foundation to bring The First Tee program to Muni Golf Course recommended.

Parks, Recreation & Neighborhoods; Bob Quintella, 577-5644, bquintells@modestogov.com

ACTION: Res. No. 2003-14 (Fisher/Jackman; unan.) authorizing staff to enter into negotiations with the Del Rio Foundation to bring The First Tee program to Muni Golf Course.

CONSENT

24. Consider approving a lease agreement renewal for the Downtown Water Tank cellular antenna site and lease agreement amendments for cellular antenna/tower sites at Beyer, Davis, and Downey Community Parks with AT&T Wireless Service of California.
 - Resolution approving a lease agreement renewal for the Downtown Water Tank cellular antenna site and lease agreement amendments for cellular antenna/tower sites at Beyer, Davis, and Downey Community Parks with AT&T Wireless Service of California recommended.

Parks, Recreation & Neighborhoods; Jim Niskanen, 577-5351, jniskanen@modestogov.com

ACTION: Res. No. 2003-15 (Fisher/Jackman; unan.) approving a lease agreement renewal for the Downtown Water Tank cellular antenna site and lease agreement amendments for cellular antenna/tower sites at Beyer, Davis, and Downey Community Parks with AT&T Wireless Service of California.

WRITTEN COMMUNICATIONS

25. Letter from Latino Community Roundtable regarding remarks made recently by Councilmember Bill Conrad.

ACTION: No action taken.

26. Letter from Paul & Sue Thorpe requesting their appeal to a decision by the Planning Commission approving the Mira Loma vesting tentative subdivision map be moved to January 28, 2003.

ACTION: This item was heard under Public Hearings at the request of the appellant.

HEARINGS

Appellant requests hearing be continued to January 28, 2003.

27. Hearing to consider the appeal by Paul and Sue Thorpe, to a decision by the Planning Commission approving the Mira Loma vesting tentative subdivision map.

- Resolution denying the appeal and upholding the decision of the Planning Commission recommended.

Community & Economic Development; Brad Wall, 571-5808, bwall@modestogov.com

ACTION: Res. No. 2003-16 (Fisher/Keating; majority; Conrad, Frohman & Jackman; no) granting the appeal and overturning the decision of the Planning Commission

Councilmember Fisher absent due to Conflict of Interest

28. Hearing to consider regarding the application of Redev Inc. to rezone property located on the Northwest corner of Tully Road and Snyder Avenue from SP-O to P-D to allow for the development of a medical office complex made up of two buildings of 3,000-square feet and four buildings of 4,000 square feet and related parkway, parking and driveways.

- Ordinance approving rezoning from SP-O to P-D(557) recommended.
- Resolution approving a Development Plan for P-D(557) recommended.
- Resolution finding the requested rezoning within the scope of the General Plan Master EIR recommended.

Community & Economic Development; Josh Bridegroom, 571-5540, jbridegroom@modestogov.com

ACTION: By Motion (Keating/Conrad; unan.) **introduced Ordinance No. 3278-C.S.** approving rezoning from SP-O to P-D(557)

ACTION: Res. No. 2003-17 (Keating/Conrad; unan.) approving a Development Plan for P-D(557)

ACTION: Res. No. 2003-18 (Keating/Conrad; unan.) finding the requested rezoning within the scope of the General Plan Master EIR.

29. Hearing to consider California Statewide Communities Development Authority Revenue Bonds for the benefit of Sutter Health.

- Resolution approving California Statewide Communities Development Authority Revenue Bonds for the benefit of Sutter Health recommended.

Finance; Barry Newlin, 577-5373, bnewlin@modestogov.com

ACTION: Res. No. 2003-19 (Keating/Fisher; unan) approving California Statewide Communities Development Authority Revenue Bonds for the benefit of Sutter Health.

NEW BUSINESS

30. Consider appointing a new vice mayor for calendar year 2003.
(Resolution approving a vice-mayor for calendar year 2003 recommended.)
Attorney; Mike Milich, 577-5284, mmilich@modestogov.com

ACTION: Res. No. 2003-20 (Fisher/Conrad; unan.) appointed Bruce Frohman as Vice-Mayor for the calendar year 2003.

31. Consider approving the proposed Village One Facilities Cost Estimates, adopting the revised Village One Facilities Prioritization List, approving immediate payment of project SD-211 (Central Basin Property - Payback to storm Drain fund, providing policy guidance with respect to administration of the Facilities Prioritization List.

- Motion approving the proposed Village One Facilities Cost Estimates, adopting the revised Village One Facilities Prioritization List, approving immediate payment of project SD-211 (Central Basin Property - Payback to storm Drain fund, providing policy guidance with respect to administration of the Facilities Prioritization List recommended.

City Manager; Tina Rocha, 577-5321, trocha@modestogov.com

ACTION: By Motion (Fisher/Conrad; unan.) approved the proposed Village One Facilities Cost Estimates.

ACTION: Res. No. 2003-20A (Fisher/Conrad; unan.) adopting the revised Village One Facilities Prioritization List and approving immediate payment of project SD-211 (Central Basin Property - Payback to storm Drain fund, providing policy guidance with respect to administration of the Facilities Prioritization List

32. Consider introduction of an ordinance amending the Municipal Code relating to City Contracts regarding the current \$50,000 limit on traffic-calming projects not being adequate to perform the amount of work that is normally needed, and the work as a bid is not cost-effective and timely.

- Motion introducing on ordinance amending Section 8-3.102 of Article 1 of Chapter 3 of Title 8, Section "a" of the Modesto Municipal Code relating to City Contracts - Contracting Authority to include traffic control devices, roundabouts, and other traffic-calming devices.

Engineering & Transportation; Firoz Vohra, 577-5429, fvohra@modestogov.com

ACTION: Item was continued to the City Council meeting of January 14, 2003.

MISCELLANEOUS

Appointments

33. Consider re-appointment of Rich Rosa to the Airport Advisory Committee.
- Resolution approving re-appointment of Rich Rosa to the Airport Advisory Committee recommended.

City Manager; George Britton, 577-5404, gbritton@modestogov.com

ACTION: Res. No. 2003-21 (Fisher/O'Bryant; unan.) approving re-appointment of Rich Rosa to the Airport Advisory Committee.

34. Consider re-appointment of Cleopathia Moore to the Citizens Housing & Community Development Committee, with a term expiration of January 1, 2007.
- Resolution approving re-appointment of Cleopathia Moore to the Citizens Housing & Community Development Committee recommended.
- City Manager; George Britton, 577-5404, gbritton@modestogov.com*

ACTION: Res. No. 2003-22 (Fisher/O'Bryant; unan.) approving re-appointment of Cleopathia Moore to the Citizens Housing & Community Development Committee.

35. Consider re-appointment of Chester Graham to the Citizens Advisory Committee on Recycling, with a term expiration of January 1, 2007.
- Resolution approving re-appointment of Chester Graham to the Citizens Advisory Committee on Recycling recommended.
- City Manager; George Britton, 577-5404, gbritton@modestogov.com*

ACTION: Res. No. 2003-23 (Fisher/O'Bryant; unan.) approving re-appointment of Chester Graham to the Citizens Advisory Committee on Recycling

36. Consider re-appointment of Jane Fenton and Thomas Stone to the Culture Commission, each with a term expiration of January 1, 2007.
- Resolution approving re-appointment of Jane Fenton and Thomas Stone to the Culture Commission recommended.
- City Manager; George Britton, 577-5404, gbritton@modestogov.com*

ACTION: Res. No. 2003-24 (Fisher/O'Bryant; unan.) approving re-appointment of Jane Fenton and Thomas Stone to the Culture Commission.

37. Consider re-appointment of Horace Henline, Charles Behr, and Mike Burns to the Golf Courses Advisory Committee, each with a term expiration of January 1, 2007.
- Resolution approving re-appointment of Horace Henline, Charles Behr, and Mike Burns to the Golf Courses Advisory Committee recommended.
- City Manager; George Britton, 577-5404, gbritton@modestogov.com*

ACTION: Res. No. 2003-25 (Fisher/O'Bryant; unan.) approving re-appointment of Horace Henline, Charles Behr, and Mike Burns to the Golf Courses Advisory Committee.

38. Consider re-appointment of Andrew Mendlin to the Planning Commission, with a term expiration of January 1, 2007.

- Resolution approving re-appointment of Andrew Mendlin to the Planning Commission recommended.

City Manager; George Britton, 577-5404, gbritton@modestogov.com

ACTION: Res. No. 2003-26 (Fisher/O'Bryant; unan.) approving re-appointment of Andrew Mendlin to the Planning Commission.

39. Consider re-appointment of Margaret Leaman, Mary Grogan, and Dave Gianelli to the Tuolumne River Regional Park Citizens Advisory Committee, each with a term expiration of January 1, 2007.

- Resolution approving re-appointment of Margaret Leaman, Mary Grogan, and Dave Gianelli to the Tuolumne River Regional Park Citizens Advisory Committee recommended.

City Manager; George Britton, 577-5404, gbritton@modestogov.com

ACTION: Res. No. 2003-27 (Fisher/O'Bryant; unan.) approving re-appointment of Margaret Leaman, Mary Grogan, and Dave Gianelli to the Tuolumne River Regional Park Citizens Advisory Committee.

MATTERS TOO LATE FOR THE AGENDA

None.

ADJOURNMENT

This meeting adjourned at 1:15 a.m.

ATTEST: _____
Jean Zahr, City Clerk